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USA FILE

OCA

OCA 88-3000  
8 September 1988

25X1

NOTE TO:

[Redacted]

DD/LEG  
DD/HA  
DD/SA  
Admin

FROM: John L. Helgerson  
Director of Congressional Affairs

I learned yesterday that the DCI sometime ago tasked the major components to give him a report on how they were doing on their goals and strategies for 1988. OCA did not get the word and our report is a month overdue so I will need your help quickly. I would like to meet on Monday, 12 September, at 0930 hours to discuss our response. Please bring with you a few written thoughts and specific examples that I can use in describing how we have done on each of our goals.

Joan should see if we can come up with some numbers to address the fourth goal relating to limiting numbers of certain categories of briefings.

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[Redacted]

John L. Helgerson

Attachment

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D/OCA/JLH:wcsr [Redacted] (8 Sep 88)

Distribution:

Original - DD/LEG  
1 - DD/HA  
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1 - Admin  
1 - OCA Record  
1 - JLH Chrono

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7 January 1988

OFFICE OF CONGRESSIONAL AFFAIRS

Goals and Strategies for 1988

Promote the 4 C's (candor, corrections, completeness, consistency)

incorporate into presentations given to Agency audiences  
use during prebriefings of Agency briefers and witnesses  
introduce as a subject in training course for mid-level and  
senior officers

Implement the new Guidelines for Contacts with Congress

produce in booklet form for wider distribution  
make required reading for briefers and witnesses  
use as teaching material in Agency courses

Improve responses to congressional inquiries

emphasize to components the need for prompt, complete  
written responses  
review incoming questions and outgoing responses to ensure  
due regard for sources and methods principles

X Reduce number of briefings of Congressional staffers

limit briefings of staff of nonoversight committees  
reduce number of briefings of personal staff  
seek joint briefings of oversight committee staffs  
whenever feasible

Discourage trend towards micromanagement

resist requests for detailed operational briefings  
discourage Members and staff from proposing how resources  
should be allocated and who should receive them

Increase CODEL and STAFFDEL coverage

escort or meet in key stations as many CODELs as possible  
accompany STAFFDELS as needed

Encourage improved security in Congress

support the Senate's new Office of Security and encourage  
House to follow Senate's lead  
apply penalty system for incorrect handling of CIA material  
continue to press key Congressional leaders to take strong  
disciplinary action against members or staff who mistreat  
classified information

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